IFS Connection

Volume 1, Issue 2 July 2001

IFS Help Desk

Access problems? Need a password reset or basic navigation help? IFS Help Desks are available to assist you!

Please call or e-mail for assistance:

775/684-5245 **Lauri Wilkens** (Financial)

lwilkens@doit.state.nv.us

775/684-8696 **Tricia Buckner** (HR)

tbuckner@doit.state.nv.us

NSIDE THIS ISSUE

From the Desk of the System Administrators

By James R. Wells, CPA, IFS Chief Accountant
Cynthia Baumann, IFS-HR System Administrator

It is that time of year again. June 30 means the end of the State's fiscal year. There are many issues associated with the ending of one fiscal year and the beginning of a new one. Since this is a Legislative year, there are more issues than usual. The July issue of IFS Connection is dedicated to the year-end processes. We do not go into detail on every aspect of closing but bring you a few highlights from the closing process.

In June, the State Controller and the Department of Personnel sent out separate Closing Memorandums to all State agencies regarding the deadlines for submitting the various transaction and document types. Make sure you read these documents in their entirety as some deadlines have already passed. It is important to adhere to the deadlines to insure your transactions or documents process against fiscal year 2001. If you have any questions regarding the fiscal closing process, contact Tammy Beattie 775/684-5605 or Michelle Miles 775/684-5620 at the Controller's Office; for questions regarding purchasing documents, contact Shannon Berry 775/684-0171 at the Purchasing Division; for questions regarding Records, contact Kathy Brockway at 775/687-3707 or Mavis Lassen at 775/687-3705 and for questions regarding Payroll, contact the Reception Desk at 775/687-4218.

Opening a new fiscal year involves several important steps. Each June, the State Controller's Office copies the Chart of Accounts tables, such as Fund and Object Code, into the new fiscal year. Since this is a Legislative Session year, some of the Chart of Accounts tables will have to be updated to reflect Legislative changes such as new agencies. Once the updates to the Chart of Accounts tables are completed, the Legislatively approved budgets are loaded into ADVANTAGE via a file from the Nevada Executive Budgeting System (NEBS). After the budgets have been loaded, the annual position rollover occurs which establishes position numbers in the new fiscal year and ultimately

*See **From the Desk** continued on page eight.*

CHANGES TO ROLLOUT SCHEDULE

By James R. Wells, CPA, IFS Chief Accountant

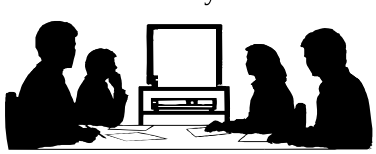
The rollout of ADVANTAGE Financial to State agencies has been very rewarding. We now have more than 25 agencies live and using ADVANTAGE Financial to pay their bills and process their deposits.

The most complicated issue surrounding the rollout of ADVANTAGE Financial has been the creation of adequate internal controls for the Integrated Financial System (IFS) related areas. Each agency is responsible for revising their internal controls to accommodate using IFS, and for getting those internal controls approved by the Financial Management, Training and Controls Section of the Department of Administration (FMTC). We have attempted to provide agencies with approved templates created by other agencies, but this has only complicated the issue. Internal control submissions to FMTC have not been as easy to review and approve as we had hoped.

In order to rectify this problem, FMTC and the Controller's Office will provide an overview of ADVANTAGE and the internal control requirements to those agencies not yet on-line. A request for information was sent to the head of each agency not yet on-line on June 12. Responses to the memo were due June 22. The information requested will identify the persons responsible for writing internal controls for their agency. The seminar has not yet been scheduled. However, it will most likely occur in late July or early August. An exact date will be forwarded to the persons identified in the request for information.

At the seminar, we will discuss the timeline for submission of internal controls to FMTC and the remainder of the rollout schedule.

To assist in this effort, the Controller's Office and the Purchasing Division will begin offering a full training schedule on a monthly basis to agency personnel who desire a chance to see the system before writing their internal controls. The first of these blocks will occur in late July or early August.



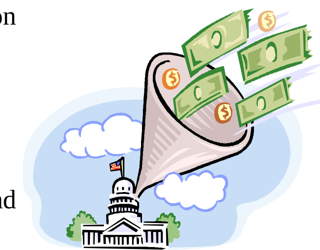
If you have any questions, please contact Jim Wells, Chief Accountant, IFS Section 775/684-8176 or Mary Keating, Manager, FMTC 775/687-5285. We look forward to seeing you at the seminar. ◆

NOTES FROM THE CONTROLLER

By State Controller Kathy Augustine

The State Controller's Office initiated two significant pieces of legislation that were passed this session. Continuing our goal of effectiveness and efficiency, Senate Bill 202 mandates the State Controller comply with generally accepted accounting principles as interpreted by the Government Accounting Standards Board (GASB), eliminating the future need to modify accounting language in Nevada statutes.

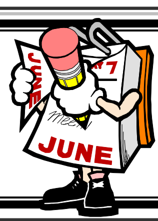
Assembly Bill 314 standardizes the classification, management and collection of the State's delinquent receivables by authorizing the Controller's office to act as the centralized point of collection for all State agencies. It also includes adding to a debt the cost of collection when using a debt collection service, and requires the Controller's Office to prepare and maintain a list of debtors to the State for public inspection. The bill also establishes a $25 statewide returned check assessment.



A new pilot program will be established with the Department of Motor Vehicles (DMV) and the Division of Wildlife of the Department of Conservation and Natural Resources to improve the collection of debts owed the State by restricting or suspending registrations, licenses and permits issued by the State until the debt is paid.

As a result of our booming economy over the last couple of years, the State has enjoyed a budget surplus, and no one has taken the time to aggressively pursue receivables. Now, however, our tax revenue is projected to decrease by $121.5 million over next biennium, so overlooking debt owed the State is no longer an option. In April, the Board of Examiners, chaired by Governor Guinn, approved contracts between the State Controller and two private debt collection companies, OSI Collection Services, Inc. and Crisis Recovery, Inc. in association with Prime Recovery, Inc. to assist in recovery efforts of monies owed the State. Crisis Recovery and Prime Recovery have extensive experience in the identification of fraud and collection of institutional debt, using forensic loss recovery techniques to recover corporate debts over $25,000. Fees in the contracts are

*See **Notes from the Controller** continued on page three.*



**Remember –
Now is the Time for
Dual Fiscal Years**

IFS-HR Updates

PROCEDURES

In April a second full set of the IFS-HR Procedure Manual was printed for each agency and available for pickup through Central Records. If you did not receive your second copy, there are still some available. The Procedures are also available online through the IFS-HR web site (www.ifs.state.nv.us) with revisions distributed and posted quarterly. Revisions for the quarter ending June 30 will be printed and available for pickup through Central Records soon. Replace your existing Procedure Manual pages with the new ones provided for you. If you have any questions, please call the IFS-HR Help Desk at 775/684-8696.

HR DATA WAREHOUSE

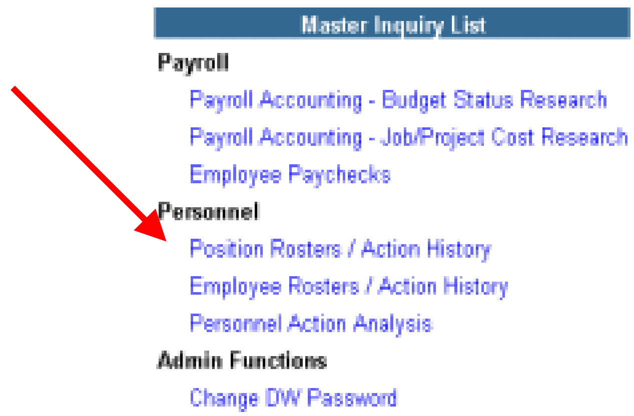
The HR Data Warehouse now contains all Personnel Actions (ESMT-A's) entered into the IFS-HR system since implementation (3/6/99). This information is available in the Personnel Action Analysis section and is also used to build the Roster views. The Payroll Analysis sections are also available and currently reference data from the current biennium (FY 2002 year to date) and the previous biennium (FY 2000 and 2001)

HR Data Warehouse Training
The last Data Warehouse training class was held on June 28. From now on, those people interested in training will be issued a Data Warehouse Tutorial for accessing needed information. For additional information, please call Jenny McGee, IFS-HR Office Manager, 775/684-5325.

Upcoming HR Data Warehouse Additions
Since the last issue, the HR DW Team has implemented several back-end enhancements to improve performance and usability. The Team has also been busy developing and testing enhancements in response to user feedback. In the near-term, HR Data Warehouse users can expect to see several of these enhancements implemented. Position information will be incorporated into the Personnel Action Analysis sections of the Web Application. In addition to current employees, this section will display vacant positions and budgeted authorization levels. We plan to extend these position-related enhancements to the Payroll Accounting section, as well. Also, to support those users with global access, or access to more than one Agency, several areas of the Web Application have been enhanced to include data views at these higher summary levels. Watch the "System Notification" section for updates as these new features become available.

HR Data Warehouse How-To's

Obtaining a Position Roster using the HR Data Warehouse.
1. Select Position Roster/Action History located under the Master Inquiry List by one click of your mouse. This will bring up the initial Position Roster screen.



*See **IFS-HR Updates** continued on page four.*

***Notes From the Controller** continued from page two.*

based on a percentage of the collections. The aggressive role taken by this office in identifying and collecting debt, was recently acknowledged by the Maxwell School of Citizenship and Public Affairs of Syracuse University, NY.

The Controller's Office also initiated a warrant offset pilot program last year with the Department of Taxation to flag the accounts of businesses or individuals who owe back taxes to the State. If the debtor requests any State agency to make a payment for additional goods or services, the Controller's Office now advises them their current billing is to be subtracted from their total debt. Since implementing the program, no vendors have contested the offset. As a result of our successes, this service is now available to all State agencies. If you wish to put a vendor who owes your agency money "on hold," please call Robin Lupole, Accounting Technician, at 775/684-5613. Training sessions will be scheduled in the near future to inform State agencies of the new procedures. In order to assist and implement these new programs, a Management Assistant I position was also approved for the Controller's Office by the legislature.

IFS-HR Updates *continued from page three.*

2. If you have security for more than one agency, you will see an Agency List. (See below.) Select the agency for which you want a Position Roster. This will determine the Home Org. view. If your security is for one agency only, go to Step #3.

Position Roster - Agency Counts Search | Page Help

Analysis Settings
Roster as of: 05-03-2001

View: Agency | Org | Title | Posn Action: Download | Save | Forward

		Authorized		Filled	
Agency	**Agency Name**	**Incumbents**	**FTE**	**Incumbents**	**FTE**
010	GOVERNOR'S OFFICE	49	49.0000	40	40.0000
012	NUCLEAR PROJECTS OFFICE	13	13.0000	10	10.0000
014	HOLOCAUST EDUCATION	12	12.0000	12	12.0000
020	LIEUTENANT GOVERNOR'S OFFICE	7	7.0000	7	7.0000
030	ATTORNEY GENERAL'S OFFICE	346	326.7400	326	319.0000
040	SECRETARY OF STATE'S OFFICE	113	112.0100	109	109.0000
050	TREASURER'S OFFICE	30	30.0000	29	29.0000
060	CONTROLLER'S OFFICE	45	45.0000	45	45.0000
070	DEPARTMENT OF PERSONNEL	90	89.5000	83	83.0000

3. Select a specific Home Org. # or Name to view the Employee/Position Roster for that Home Org. # or change your view by selecting "Posn" located next to "View:" This will list all positions in the Agency.

Position Roster - Organizations Counts for Agency 070 Search | Page Help

Analysis Settings
Roster as of: 05-03-2001
Home Agcy: 070 DEPARTMENT OF PERSONNEL Agency List

View: Agency | Org | Title | Posn Action: Download | Save | Forward

		Authorized		Filled	
Code	**Organization**	**Incumbents**	**FTE**	**Incumbents**	**FTE**
1363	HR-PERSONNEL	90	89.5000	83	83.0000
	Totals	**90**	**89.5000**	**83**	**83.0000**

4. A list of Employee/Positions by Home Org. # will be displayed.

View: Agency | Org | Title | Posn Action: Download | Save | Forward

											Authorized		Filled	
Agcy	**Org**	**Posn NBR**	**Empl Name**	**Empl ID**	**Appt**	**EMPS**	**Title**	**Grade**	**Step**	**Cont Svc Dt**	**INC**	**FTE**	**INC**	**FTE**
070	1363	0099				B	07.524	36	06	10-02-1995	1	1.0000	1	1.0000
070	1363	0047				B	07.532	29	08	09-04-1979	1	1.0000	1	1.0000
070	1363	0012				K	02.206	25	03	08-17-1998	1	1.0000	1	1.0000
070	1363	0010				B	07.514	38	08	05-14-1975	1	1.0000	1	1.0000
070	1363	0039	VACANT,				02.206				1	1.0000	0	.0000
070	1363	0063	VACANT,				07.521				1	1.0000	0	.0000
070	1363	0098	VACANT,				07.532				1	1.0000	0	.0000
070	1363	9057	VACANT,				07.140				1	1.0000	0	.0000

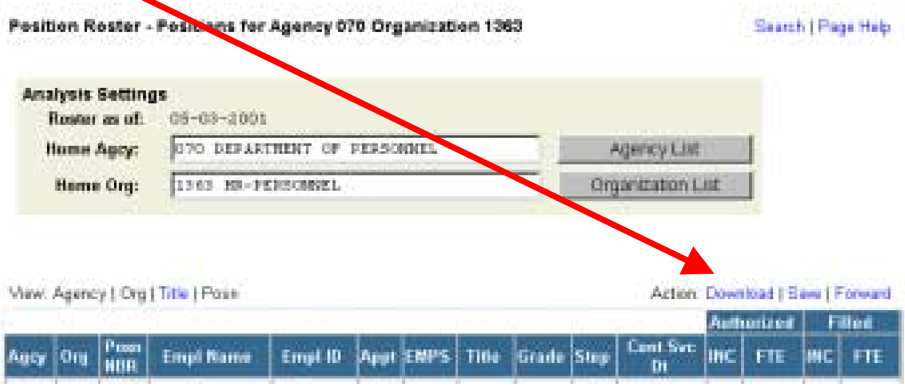
Note: Vacant positions are also listed.

See ***IFS-HR Updates*** *continued on page five.*

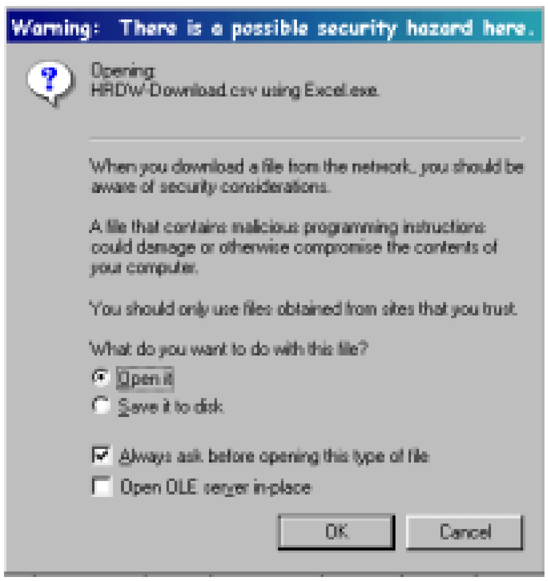
***IFS-HR Updates** continued from page four.*

5. Downloading this information into a spreadsheet or database allows you to add information, change the format or appearance of the results and save it to your PC.

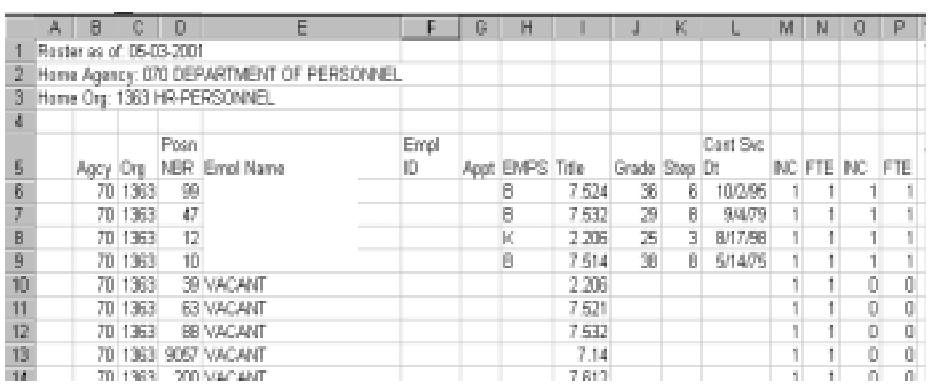
A. Click on the “Download” link located next to “Action.”



B. Select either "Open it" or "Save it to disk" and click "Ok." Selecting “Open it” will immediately take you to an Excel spreadsheet.



C. The information placed in a spreadsheet can be adjusted or changed for reports, budgets, etc.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Roster as of: 05-03-2001															
2	Home Agency: 070 DEPARTMENT OF PERSONNEL															
3	Home Org: 1363 HR-PERSONNEL															
4																
5		Agcy	Org	Posn NBR	Empl Name	Empl ID	Appt	EMPS	Title	Grade	Step	Cont Svc Dt	INC	FTE	INC	FTE
6		70	1363	99				B	7.524	36	6	10/2/95	1	1	1	1
7		70	1363	47				B	7.532	29	8	9/4/79	1	1	1	1
8		70	1363	12				K	2.206	25	3	8/17/98	1	1	1	1
9		70	1363	10				B	7.514	38	8	5/14/75	1	1	1	1
10		70	1363	39	VACANT				2.206				1	1	0	0
11		70	1363	63	VACANT				7.521				1	1	0	0
12		70	1363	88	VACANT				7.532				1	1	0	0
13		70	1363	9067	VACANT				7.14				1	1	0	0
14		70	1363	200	VACANT				7.812				1	1	0	0

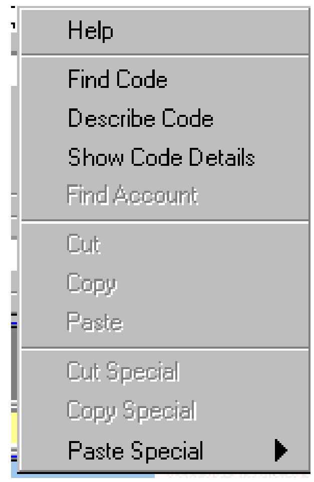
*See **IFS-HR Updates** continued on page six.*

***IFS-HR Updates** continued from page five.*

HR ADVANTAGE How –To's

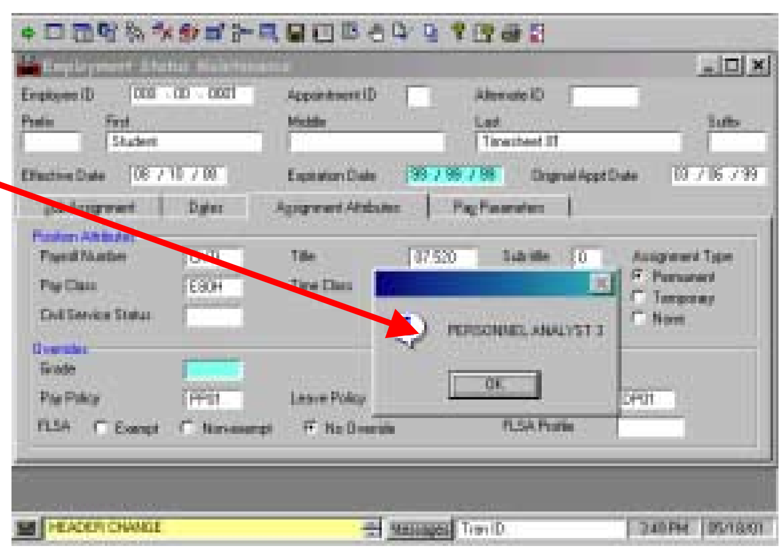
Using Describe Code

Did you know that if you place your cursor in certain fields and do a right mouse click you will get this drop down menu?



For example, to determine the name for a "Title code number" on the Assignment Attributes tab in the ESMT window, place the cursor in the Title Field and right mouse click to get the menu.

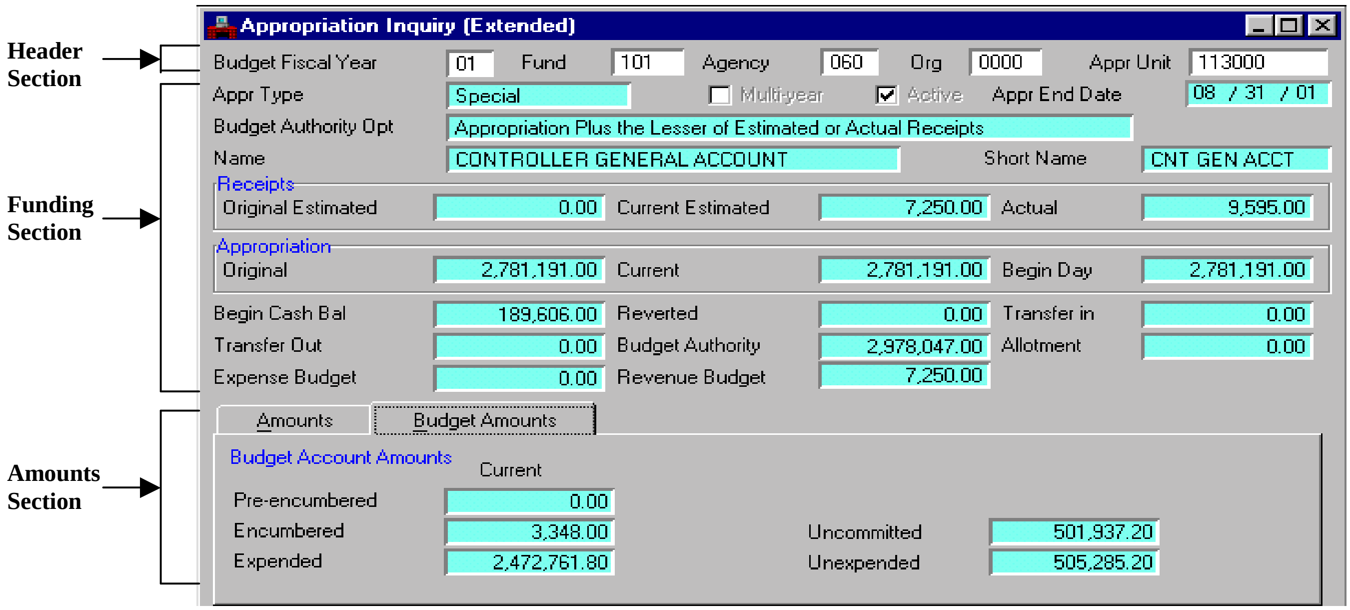
Choose "Describe Code" and the following message will appear. Don't forget to click "OK" to close the window. ◆



FINANCIAL TABLE OF THE QUARTER

EAP2 [Appropriation Inquiry (Extended)] Table

The EAP2 table shows budgetary information for each budget account by Fiscal Year. In the Header the user specifies the Budget Account and Category (Appr Unit) to be displayed. Fields must be entered in the header from left to right and no field can be left blank. Always enter "0000" in the Org field. The Funding section displays sources of funding for the Appr Unit in the Header. The Amounts section displays actual pre-encumbrance, encumbrance and expenditure information.



Each budget account has a Category 00 (displayed above is Budget Account 1130, Category 00). The Category 00 Funding section summarizes funding information for the entire budget account and is equal to the sum of all the expenditure categories. When the Budget Authority Option is set to Appropriation Plus the Lesser of Estimated or Actual Receipts (which it is in most cases), Budget Authority is equal to the lesser of Current Estimated or Actual Receipts plus Current Appropriation plus Begin Cash Bal plus Reverted. When the Budget Authority Option is set to Appropriation Plus the Greater of Estimated or Actual Receipts, Budget Authority is equal to the greater of Current Estimated or Actual Receipts plus Current Appropriation plus Begin Cash Bal plus Reverted.

The Budget Authority is distributed to the individual expenditure Categories within the budget account (in the Current Appropriation amount field) based on the Current Estimated Receipts plus Current Appropriation plus Begin Cash Bal plus Reverted. For example:

Funding		**Divided into Categories**	
Estimated Receipts	7,250	01	2,356,418
Current Appropriation	2,781,191	02	8,523
Begin Cash	189,606	03	3,600
Reverted	0	04	244,169
	2,978,047	26	315,461
		30	42,626
		31	7,250
			2,978,047

If the Actual Receipts exceed the Current Estimated Receipts, a Work Program must be submitted to allocate the excess Budget Authority to the correct Categories before the funds can be expended.

*See **Financial Table of the Quarter** continued on page 12.*

IT'S IN THE REPORT!

The Budget Status Report in DAWN is updated nightly and the detail transactions can be downloaded to Excel.

From the DAWN Main Menu, select "Budget Status Report." Once in the "Budget Status Report" menu, select the fiscal year and budget account or select the agency or fund to display a list of the budget accounts associated with the respective agency or fund. Select "Generate Report." The first screen gives year-to- date information for the budget account.

REPORT DATE: [illegible]
REPORT ID: [illegible]

State of Nevada
Summary Budget Status Report

Fiscal Year: 2001
Fund: 101 GENERAL FUND **Agency:** 060 CONTROLLER'S OFFICE
Budget Account: 1130 CONTROLLER GENERAL ACCOUNT **Organization:** 0000 OFFICE OF THE CONTROLLER

	YTD Actual	Work Program	Difference
Total Receipts/Funding	2,980,392.00	2,978,047.00	2,345.00
Total Expenditures	2,472,849.56		
Total Encumbrances	3,348.00		
Total Pre-encumbrances	.00		
Total Obligations	2,476,197.56	2,978,047.00	501,849.44
Realized Funding Available	504,194.44		

Get Information About Receipts/Funding Get Information About Obligations

For information regarding revenues, appropriations and balance forwards, select "Get Information About Receipts/Funding." This view shows a summary by Revenue Source. Select the desired Revenue Source to view transaction detail for the Revenue Source for a given date range.

For information regarding expenditures and encumbrances, select "Get Information About Obligations." This view provides a summary by Category. Selecting a Category gives you the option to view the transaction detail for the Category for a given date range or summary information by Object Code. If summary information by Object code is chosen, select the desired Object Code to view the transaction detail for the Object Code for a given date range.

After you have drilled down into the report to the point of entering a date range, the information can be downloaded to Excel.

For more information on using the "Budget Status Report," refer to the Data Warehouse User's Manual on the DAWN Main Menu page or call the Help Desk at 775/684-5245. ◆

From the Desk *continued from page one.*

authorizes an employee to be paid through that position. All new positions must be entered into ADVANTAGE manually by the Budget Division. Starting July 1, transactions such as deposits and payment vouchers can be posted to fiscal year 2002 budget accounts.

In May, Christina Van Hook resigned from her position as HR System Administrator and accepted a new position with the Supreme Court. We all wish her the best of luck. Cynthia Baumann succeeded Christina as the HR System Administrator after serving over a year as the HR Agency Rollout and Training Coordinator. Cynthia will inherit Christina's phone number, 775/684-5418. Her e-mail address is cbaumann@govmail.state.nv.us.

Effective July 1, the Controller's Office staff will have new e-mail addresses. Jim's phone number remains the same, 775/684-8176. His new e-mail address is jwells@controller.state.nv.us. A complete listing of the IFS financial staff e-mail addresses can be found at www.state.nv.us/controller/IFS.html. HR staff e-mail addresses can be found at www.ifs.state.nv.us. Please feel free to contact any of us with questions you may have.

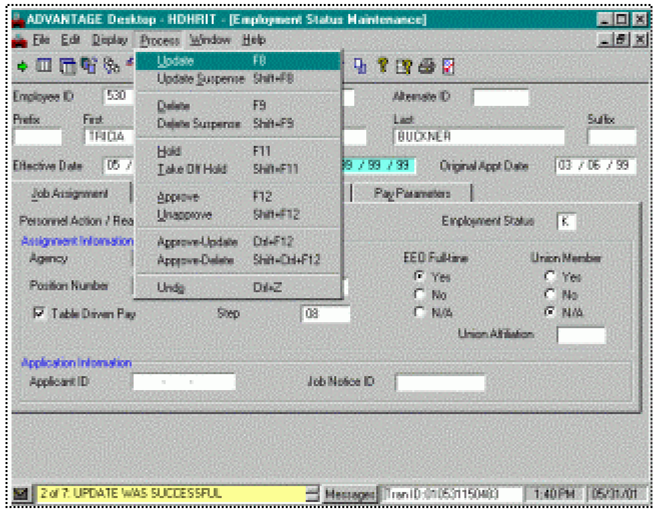
Also, beginning with this issue, the IFS Connection newsletter will be posted on both the Controller's Office and Department of Personnel web sites listed above. ◆

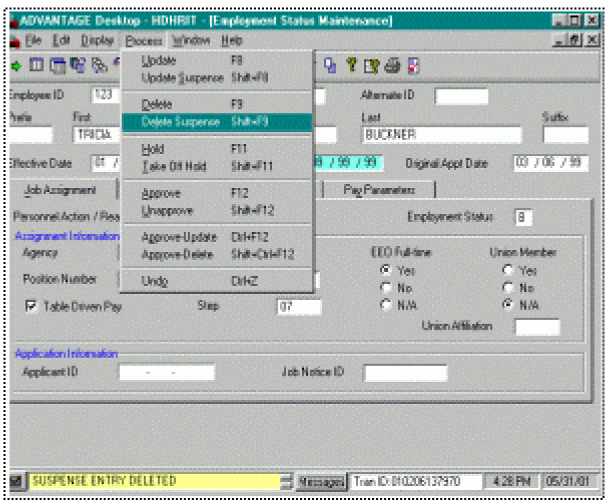
. . . FROM THE HR HELP DESK . . .

Questions about . . .
. . .ESMT Processing

After I enter an ESMT, how do I edit and approve the transaction?

To edit and approve an ESMT, it is very important to do a Process-Update (F8), **NOT** a Process – Approve (F12).





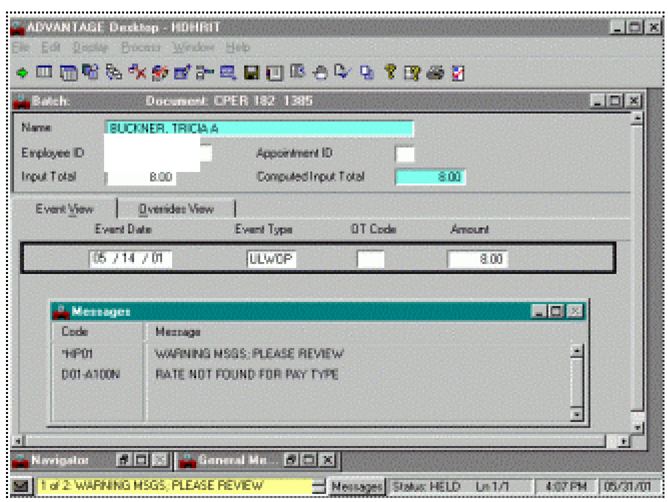
If I have entered an ESMT A transaction and applied my 3 levels of approval, then find out that it is incorrect or a duplicate, how do I delete the transaction?

First, go to the SUSE screen and check the status of the transaction. If the status of the transaction says PD AP (pending approval) or NT PR (not processed), open document and select Process – Delete Suspense or Shift+F9. You should get the message "Suspense Entry Deleted." **DO NOT USE** Process – Delete (F9). If the transaction status is ACCPT (accepted), you cannot delete the transaction. You will have to enter another ESMT A to make the necessary changes.

Question about . . .
. . .CPER without Pay

I processed a CPER with Leave without Pay being reported and got the message "Rate Not Found For Pay Type". How do I process this document?

This is a warning message indicating the pay is less than the assigned pay type. You can Process-Run (F8) or Process-Hold (F12) the document if you have the authorized approval level.

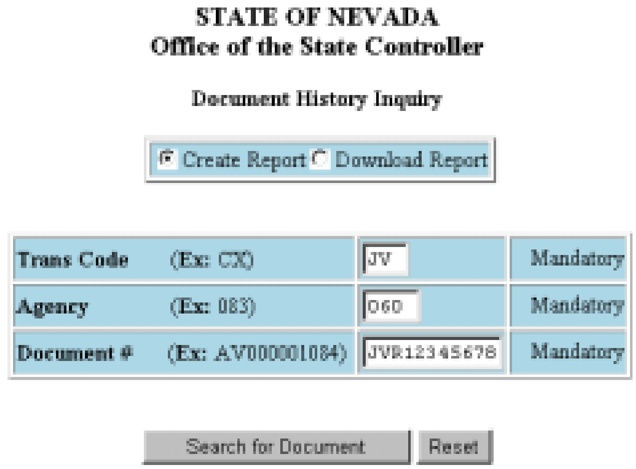


. . . FROM THE FINANCIAL HELP DESK . . .

Question about . . .
. . .Document History Inquiry

I cannot find information on Restricted Journal Vouchers in the Data Warehouse. How can I find the information?

For those needing to look up JVRs (Restricted Journal Vouchers) in the Data Warehouse, select "Document History Inquiry" from the DAWN main menu page. In the "Document History Inquiry" screen, use *JV* as the "Trans Code" and type in "Agency" and "Document #." Select "Search for Document." ◆



For Your Information

Dual Fiscal Years

Fiscal year 2001 ends on June 30 and fiscal year 2002 starts on July 1. However, both fiscal years are open from July 1 to August 31. If a document is processed during this time, please review the State of Nevada ADVANTAGE Procedures (SNAP) manual. Each document type has a section on Dual Fiscal Years. Both the Accounting Period (13/01) and the Fiscal Year (01) must be entered for fiscal year 01 documents that are entered in July or August. If a document is entered in July or August for the current fiscal year (2002), do NOT fill in the Accounting Period field. ◆

Purchasing

Agencies should be aware that Requisition documents for fiscal year 2001, whether offline or online, will not be accepted by the Purchasing Division after July 11. Please plan your documents accordingly when needing approvals from other agencies such as the Budget Division or the Department of Information Technology. The Purchasing Division must receive both offline and online Receiver documents no later than August 10.

To facilitate the closing of fiscal year 2001, agencies should begin looking at all outstanding Purchase Order and Requisition documents. If a Purchase Order document for your Requisition has not been received by June 30, please contact the Purchasing Division for the status of the order. If a Purchase Order document has been received but you are not sure if the items will be received and invoiced by August 10, a letter on the agency's letterhead must be sent to the Purchasing Division. It should state whether or not the funds will roll forward to the next fiscal year, if the claim will be submitted through the stale claim process or if the order is to be canceled. Every Purchase Order needs to be addressed separately by Purchase Order number.

We are looking forward to having a smooth fiscal year closing. Thank you in advance for your cooperation. ◆

Tip of the Quarter . . .
. . . Voucher Inquiry

Need to find out if a voucher has processed? Look up the PV in the DAWN "Document History Inquiry" before going to "Vendor/Voucher/ Check Inquiry" (VVC). This is necessary because an electronic fund transfers (EFT) may be involved. If a voucher is for an EFT vendor, it will not produce an EFT until the second day after processing and will not appear on VVC until the second day after the voucher has processed. ◆

Kudos for IFS-HR Rollout

IFS-HR Rollout is underway! We now have eight agencies entering all ESMT's and Timesheets.

The IFS Staff would like to express our sincere "Thanks" to the following employees for their enthusiasm and effort in making the rollout an enjoyable experience.

Denise Kawkeka and Debra Norvell at the Supreme Court
Karen Howerton-Dodd at Nevada Veterans Nursing Home
Linda Lesi and Rick Gimlin at the Department of Agriculture
Diane Duensing, Kathy Levell, Jenny McGee, and Nancy Lujan at the Department of Personnel
Susan Kennedy at the Controller's Office
Chris Anastassatos, Cheri Abbott, Mary Beth Boise, Ann Mueller, and Angie Young at the Department of Employment, Training and Rehabilitation
Blanca Platt, Brandy Keely, Kim Holcomb, Linda Frederick and Stacy Rupert at the Treasurer's Office
Linda Wells and Wanda Martin at the Department of Minerals

THE SUPREME COURT'S IFS-HR ROLLOUT EXPERIENCES

From Denise Kawkeka, Supreme Court

"We were fortunate enough to be one of the first agencies selected for the rollout for IFS-HR. It all started with the change of timesheets and procedures back in the fall of 1998. After receiving much supportive training, Debbie Norvell and I were able to enter timesheets for our agency utilizing the new system. Thanks to the patience of the training staff, we are now able to enter our timesheets, special pays, ESMT's & W-4's. After receiving the IFS-HR Procedures manuals, we are virtually able to process any type of payroll/personnel transaction.

Another wonderful tool is the HR Data Warehouse. We are able to research payroll issues much quicker now, without waiting for a paper report to arrive. We are discovering more ways to utilize the warehouse, and the "drilling down" process makes it very handy.

We wish to take a moment here to thank all of the training staff that has worked so hard to provide us with the tools necessary to make life so much easier. Thanks also to Penny Lewsader in Personnel/Records who has the patience of a saint! And a very special "thanks" to Tricia Buckner for all of her wonderful assistance on the help desk. No matter what the size of the problem, she always has the answer."

TAKE ADVANTAGE OF ADVANTAGE

From Karen Howerton-Dodd, Personnel Analyst II, Nevada Veterans' Nursing Home

"The Nevada Veterans' Nursing Home in Boulder City has been online with live entry for time sheets since October 2000. Then we had seven employees with standard workweeks, so error messages were minimal if any. Since the Procedures Manuals were not yet completed, Netti DeBusk was my lifesaver. We now have 19 employees and within the next several months we will be fully staffed with 202 employees and also be a 24 hour operation. I feel confident that the time sheet entry will be as painless as it is now.

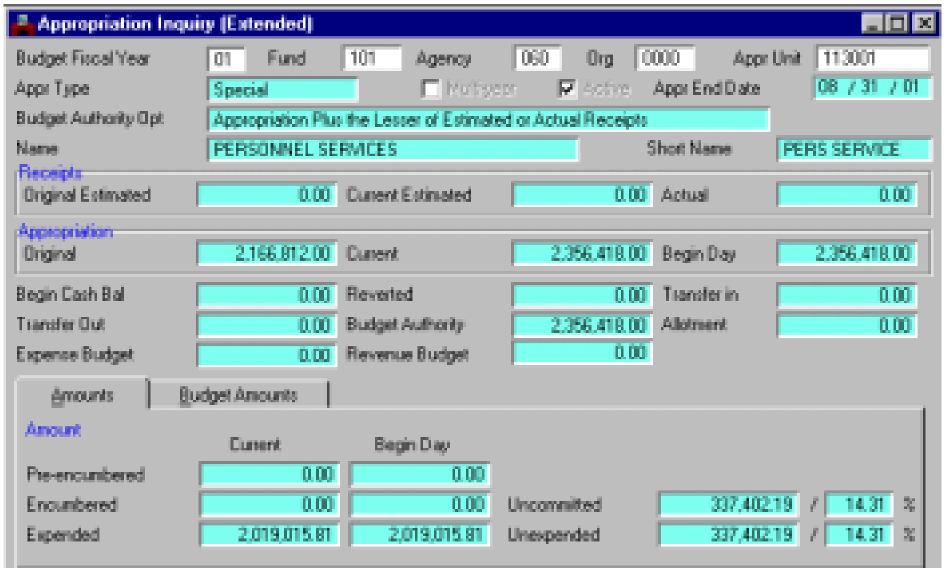
Live entry for ESMT's went into effect in mid-February. I've completed auto progressions, address changes and new hires. Initially, the thought of processing eight new hires in one day was mind-boggling!! The Carson City IFS-HR staff once again came to my rescue, offering to physically come to my office to assist me. Even though the offer was tempting, I declined, yet made certain that Tricia Buckner would be available at her desk for several days if I needed her. The Records staff of Penny Lewsader and Kathy Brockway have also been helpful.

The system has been challenging to learn; however, with the assistance of the IFS-HR staff, the entire process has been manageable. The benefits are worthwhile with direct input, more control and less margin of error.

It has been rewarding and challenging to participate in the progressive development of computer technology leading to the Integrated Financial System."

Financial Table of the Quarter *continued from page seven.*

It is possible to have Unexpended funds in a category but not have enough funds in the budget to process payments against the category. This often occurs when Actual Receipts are less than Estimated Receipts.



There are two view tabs in the Amounts section: Amounts and Budget Amounts. The Amounts tab shows the amounts related to the specific Category and changes as the Category in the Header section changes. The Budget Amounts tab shows totals for the entire budget and does not change as the Category in the Header section changes. ◆

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